



Library Associate

Department: Library

Class Code: 6112

EEO Code: 25

FLSA: N

Effective: 15/03/1991

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty providing patrons with information, books and materials and in cataloging and maintaining a variety of library materials; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

- Supervises acquisitions and materials budget and monitors purchases;
- Participates in the selection of materials and maintains collection;
- May supervise work of a particular section;
- Answers adult and/or juvenile reference and readers advisory questions in person and over the phone, aids public in locating materials;
- Instructs patrons on search techniques and in the use of various library research tools;
- Provides specialty services locally or on a system wide basis;
- Works with vendors to ensure prompt and accurate delivery of supplies;
- Orients new patrons to library;
- Trains volunteers and part-time staff on library policies and procedures;
- Maintains special information files;
- May assist in the budget process;
- Serves as a liaison to various county departments;
- Creates and conducts presentations to various organizations, both inside and outside the county system;
- May supervise full-time staff;
- Plans and conducts adult and juvenile programs;

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of current literature, fiction and non-fiction, adult and/or juvenile; working knowledge of the principles of operating a public library. Working knowledge of the principles of cataloging. Considerable skill in working with the general public and in providing reference and readers' advisory services; working skill in supervision; working skill in using library machines; ability to prepare written and statistical reports.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
